

**NATIONWIDE
NATIONAL GUARD OF ARIZONA
HUMAN RESOURCE OFFICE
5636 E. McDowell Road, Bldg M5710, Phoenix, AZ 85008-3495
PHONE (602) 629-4821; DSN 853-4821
WEBSITE: www.azguard.gov/hro
EXCEPTED
TECHNICIAN VACANCY ANNOUNCEMENT**

ANNOUNCEMENT NUMBER: 09-545T OPENING DATE: 11-Dec-2009 CLOSING DATE: Until Filled

POSITION TITLE, SERIES, GRADE, AND POSITION NUMBER:

Sexual Assault Response Coordinator, GS-0301-11, TC80842/70726000, E7-E9/WO1-CW4

APPOINTMENT FACTORS: OFFICER ☐ WARRANT OFFICER ☒ ENLISTED ☒

SALARY RANGE: \$57,511.00-\$74,759.00 PA
SUPERVISORY ☐ MANAGERIAL ☐
NON-SUPERVISORY/NON-MANAGERIAL ☒

LOCATION OF POSITION:

Human Resources Office (HRO), Phoenix, Arizona

APPLICATIONS MUST BE MAILED OR HAND CARRIED TO: Human Resources Office, 5636 E. McDowell Road, Bldg M5710, Phoenix, AZ 85008-3495. Applications must arrive by close of business (1530 MST) on the closing date shown above. Applications postmarked on the closing date will be considered late and will not be accepted. The Human Resources Office will not accept applications that are mailed at government expense or forwarded through an internal mail system. Faxed applications will not be accepted. **Electronic applications are only accepted for those employees who are mobilized. NO BINDERS OR BOUND DOCUMENTS PLEASE.**

INSTRUCTIONS FOR APPLYING: Individuals applying for Excepted Technician positions may submit Optional Form 612 (Optional Application for Federal Employment), or a Resume. Whatever form of application that is chosen it must contain the Announcement Number, Title and Grade(s) of the job being applied for. Personal information must include full name and address (including ZIP Code), Day and evening phone numbers (with area code), Social Security Number, Country of citizenship and Highest Federal civilian grade held (also include job series and dates held). Education information must include: High School Name, city and State and dates of diploma or GED, Colleges or Universities Name, city and State, Majors type and years of any degrees received, and total semester or quarter hours earned (if no degree show total credits earned and indicate whether semester or quarter hours). Work experience information should be limited to either paid or nonpaid experience directly related to the position that the individual is applying for and must include: Job Title, Duties and accomplishments, Employers name and address, Supervisors name and phone number, starting and ending dates, hours per week and salary. In addition to the above described information, all applications should include AZNG Forms 335-1-R (Military Brief), and SF 181 (Ethnicity and Race Identification). Applications will be accepted without these forms. However, applications may not receive an adequate evaluation if these forms are not submitted. **Applications must contain a completed Optional Form 306 (Declaration for Federal Employment) and AZNG Form 335-2-R (Knowledge, Skill and Ability Supplement).**

EVALUATION PROCESS: Each applicant must **FULLY SUBSTANTIATE** on their application how they meet the requirements listed in the specialized experience area; otherwise applicant will be considered unqualified for this position. Applications will be evaluated solely on information supplied in the application (OF 612) or resume. Experience will be evaluated based on relevance to the position for which application is being made. Include job titles, starting and ending dates (month and year), hours per week, salary, duties/accomplishments, employer(s) name and address, and supervisor(s) name/phone number and permission to contact.

CONDITION OF EMPLOYMENT: Prior to appointment into this position, selectee must be a current member of the Arizona Army National Guard (All Units) and be able to qualify for the following MOS/Branch: 42A, 68W, 68Z/ WO: 420A

KNOWN PROMOTION POTENTIAL: NONE

Acceptance of this position requires participation in the Direct Deposit/Electronic Funds Transfer Program.

EQUAL OPPORTUNITY: The Arizona National Guard is an Equal Opportunity Employer. Selection for this position will be made without regard to race, religion, age, national origin, sex, political affiliation, marital status, membership or nonmembership in an employee organization or any other non-merit factor.

AREA OF CONSIDERATION: This position is the Federal/Excepted Civil Service and is **open to current members and those eligible for membership of the (All Units), Arizona Army National Guard.** Individual selected will receive a Indefinite Appointment that may be converted to Permanent should the funds or position become available. Acceptance of a Federal Excepted technician position of over 179 days in length will cause termination from the Selected Reserve Incentive Program (BONUS). Individual selected will be required to take a pre-employment medical screening which will be paid for by the Agency. **PCS funds are not authorized.**

NOTE: Applications must contain a completed Optional Form 306 (Declaration for Federal Employment).

NOTE: Applications must contain a completed AZNG Form 335-2-R (Knowledge, Skill and Ability Supplement).

NOTE: This position will be located in the HRO by TAG direction.

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED FOR SUCCESSFUL PERFORMANCE IN THIS POSITION:

Each applicant should fully justify on their application how they meet each KSA listed below using AZNG Form 335-2-R to reference the justification.

1. Knowledge and skill to advise, manage, implement and oversee Sexual Abuse Protection and Response and Domestic Abuse/Violence programs.
2. Comprehensive knowledge of a wide range of sexual assault and domestic abuse/violence principles, laws, regulations and policies, and relevant decisions to recognize and prevent sexual assault and domestic abuse, and to make technical recommendations for decisions in sexual assault and domestic abuse.
3. Knowledge of state sexual assault/domestic abuse program administration, policies and practices, in order to provide technical assistance to answer questions, solves problems and explain issues.
4. Skill in managing a program including organizing an office, problem solving, motivating others to take necessary actions, and negotiating allocation of resources for the program (primarily the amount of the budget and the allocation of part-time victim advocates).
5. Knowledge of the organizational structure of the National Guard including the assignment of functions to subordinate organizations, nature of their missions, and composition of the work force.
6. Oral communication and writing skills to make presentations, conduct training seminars, communicate with federal, state and local agencies and medical facilities.

SPECIALIZED EXPERIENCE: Must have 36 months of experience performing the long-term planning and organizational development necessary to accomplish human resources functions in support of education, training, and responses for the Sexual Assault Prevention and Response Program and Domestic Abuse/Violence Program.

BRIEF JOB DESCRIPTION: This position is established as a Sexual Assault Response Coordinator (SARC), located in the Human Resources Office (HRO), Directorate of Manpower & Personnel (J-1). The purpose of this position is to manage and implement the Sexual Assault Prevention and Response (SAPR) Program and Domestic Abuse/Violence Program. Provides guidance and advice to the Adjutant General (TAG), senior commanders, and managers regarding statutory requirements. This position has direct access to the TAG with advisory responsibility regarding sexual assault and domestic abuse/violence incidents. Serves as the principal point of contact regarding SARC programs and is charged with collaborating with various state and national government agencies for outreach, policy, training, support and research. Manages and implements the Sexual Assault Prevention and Response Program and the Domestic Abuse Prevention Program. Serves as principal advisor to the State Adjutant General with responsibility for understanding and implementing Department of Defense (DoD), Army, Air Force, National Guard Bureau (NGB), ARNG and ANG policies and guidance. Serves as the designated program manager of victim support services. Coordinates and oversees implementation and execution of the sexual assault prevention and response and domestic abuse/violence prevention programs. Advises the victim of available reporting options and informs the victim of benefits and/or limitations. Develops, conducts, and/or coordinates sexual assault prevention training for new hires, supervisors, and all members of the state National Guard. Provides training for Victim Advocates (VAs) in accordance with training standards and content from the SAPR. Serves as the primary advisor regarding selection of VAs and oversees the performance as VAs. Coordinates with Wing/Deployable SARC in assigning a VA to assist the victim immediately upon notification of the incident while ensuring confidentiality. Provides oversight to SARCs and VAs while performing SAPR duties. Tracks services provided to victims of sexual assault from initial reports of sexual assault through disposition and resolution of the victim's health and well-being. Serves as the referral and resource to employees and applicants who believe they are a victim. Performs other duties as assigned.

SELECTING OFFICIAL: Lt Col Shirley Raguindin
